

## Introduction—Please read important information on effective dates!

Welcome to the General Registrar and Electoral Board handbook (GREBook). The GREBook is a dynamic document changing to reflect current Virginia Code, Department of Elections' regulations, policies, and procedural changes. Unless noted, all statutory references are to the Code of Virginia, Title 24.2. Each year Title 24.2 is amended and amendments normally take effect July 1 unless the legislation specifies a different day. If you have questions about the effective date of a particular law change, or need additional guidance related to topics covered in this manual, please contact the policy team at the Department of Elections.

Although general VERIS information is provided in the GREBook, please refer to other sources such as the "VERIS Step by Steps" for detailed data entry and processing procedures.

This manual is meant to be used online instead of in print format. Changes to this manual may occur without notice. Using the electronic format will ensure that the most current information is accessed. In addition, chapters may contain electronic hyperlinks to referenced materials or to websites with additional information.

Our goal is to continually update the GREBook with a complete review every year in the summer following the legislative session. Please check the revision date to ensure access to the most recent version.

The GREBook consists of the following chapters:

Introduction	
Chapter 1 – The Department of Elections	
Chapter 2 – Electoral Board	
Chapter 3 – General Registrar	
Chapter 4 – Officers of Election	
Chapter 5 – Registrar Office Operations	
Chapter 6 – Files & Records, Inspection and Copies	
Chapter 7 – Voter Registration/List Maintenance	
Chapter 8 – Accessibility	

## **GREBook Chapters Continued**

Chapter 9 – Voter Registration	
Chapter 10 – Candidate & Referenda Processing	
Chapter 11 – Absentee	Voting

Chapter 12 – [Reserved]		
Chapter 13 – Establishing and Updating a Precinct or Polling Place		
Chapter 14 – Managing Split Precincts		
Chapter 15 – Managing Ballots		
Chapter 16 – CAP		
Chapter 17 – Election Day Preparation		
Chapter 18 – Election Day		
Chapter 19 – Canvassing Results		
Chapter 20 – Voting Equipment		
Chapter 21 – Campaign Finance		
Chapter 22 – Recounts & Contested Elections		
Chapter 23 – Election Offenses		
Chapter 24 – Dept. of Justice Pre-Clearance		
Chapter 25 – Redistricting **		
Chapter 26 – Public Meetings		
Chapter 27 – Emergency Procedures		
Chapter 28 – [Reserved]***		
Chapter 29 – Provisional Ballots		
Chapter 30 - Fiscal Operations		

<sup>\*</sup> Formerly Temporary Registration. <u>2012 Va. Acts Chapter 353</u> repealed the sections of the Code of Virginia that were the basis for temporary registration.

<sup>\*\*</sup> The redistricting chapter will not be published at this time. The chapter will be reviewed and published prior to future decennial redistricting.

<sup>\*\*\*</sup> Formerly Electronic Communication and the Department of Elections merged into Chapter 1.